



*State of North Carolina  
Department of Public Safety  
Prisons*

Chapter: F  
Section: .4400  
Title: **Clothing, Bedding, &  
Personal Hygiene**  
Issue Date: 12/14/21  
Supersedes: 10/23/20

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**POLICY AND PROCEDURE**

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References

5<sup>th</sup> Edition Standards for Adult Correctional Institutions

Related ACA Standards

5-ACI-2E-09, 5-ACI-5A-01, 5-ACI- 5D-06,  
5-ACI-5D-07, 5-ACI-5D-08, 5-ACI-5D-09,  
5-ACI-5D-10, 5-ACI-5D-11, 5-ACI-5D-12,  
5-ACI-5D-14, 5-ACI-5D-15

**.4401 PURPOSE**

The purpose of this policy is to ensure that all North Carolina Prison facilities are able to consistently supply and maintain bedding, clothing, and hygiene items for their respective offender populations.

**.4402 GENERAL**

Facilities shall establish individual standard operating procedures to provide for the issue of suitable clean **clothing**, bedding, linen, and facilities necessary to maintain personal hygiene within the offender population.

**.4403 CLOTHING & BEDDING SUPPLIES**

*Each facility will maintain a **space to store and distribute** clothing, linen, and bedding (5-ACI-2E-09). The store of clothing, linen, and bedding shall exceed the amount required for their offender population (5-ACI-5D-06). Maintaining excess amounts will ensure that there is no delay in replacing items when needed. Each facility's SOP should establish issuance / accountability procedures for clothing and bedding items (5-ACI-5D-07), and the offenders to whom the items are issued shall be held accountable for their use. During economic shortfalls, Prisons management may require facilities to reduce excessive inventory quantities to address issues with departmental budget restrictions and/or reductions.*

**.4404 CLOTHING ISSUE**

*Facility policy, practice, and procedure shall provide for the issuance of suitable clothing to all offenders. Clothing will be properly fitted, climactically suitable, durable, and presentable (5-ACI-5D-08). At the time of initial admission into the facility a standard wardrobe should be provided (5-ACI-5A-01) and should include, as appropriate, shirts, blouses, dresses, trousers, skirts, belts, undergarments, slippers, socks, shoes, coats, jackets, and headwear. In addition to the standard issue of offender clothing, civilian attire should be available in limited quantities (based on the needs of the facility) for work release, furloughs, court appearances, etc. **Special and***

*protective clothing and equipment must be issued to offenders assigned to special work areas, based on the requirements of their work assignment. Offenders assigned to the institution's food service areas, hospital, farm, garage, physical plant, and other special work details may need to be issued equipment such as disposable face masks and gloves, protective helmets, goggles, and so forth (5-ACI-5D-09). The facility shall ensure that offenders are provided the opportunity to have 3 complete sets of clean clothing per week, the cleaning to be accomplished through central clothing exchange and appropriate laundry services (5-ACI-5D-10). The facility shall provide for the thorough cleaning and disinfecting of offender personal clothing before storage to prevent odors and pests (5-ACI-5D-11).*

#### **.4405 BEDDING & LINEN ISSUE**

*Each facility shall provide for the issue of suitable clean bedding and linen, including two sheets, pillow and pillowcase, one mattress, and sufficient blankets to provide comfort under existing temperature controls. There must be provision for linen exchange, including towels, at least weekly, and this may be handled in conjunction with clothing exchange if desired. Blanket exchange must be available at least quarterly (5-ACI-5D-12). Restrictive housing shall be issued bedding and linens at the same frequency as regular population.*

#### **.4406 BATHING AND PERSONAL HYGIENE**

*Articles for maintaining proper personal hygiene shall be made available to all offenders and provided to those who are indigent, and to each offender upon new admission. Each offender must be provided, at minimum, soap, toilet paper, a tooth brush and toothpaste, shower shoes, denture cleaner and adhesives as needed. The special hygiene needs of all offenders should be met (5-ACI-5D-14).*

#### **.4407 HAIR CARE SERVICES**

*Each facility shall provide hair care services to the offenders it houses, and offenders will be required to maintain their hair in a state of cleanliness. In all cases, hair should be cut under sanitary conditions and in an area that permits observation by staff. Barbering and hair care equipment should be stored securely when not in use (5-ACI-5D-15).*

#### **.4408 MEDIUM & CLOSE CUSTODY FACILITY SHAVER SYSTEMS & BATTERY OPERATED RAZORS**

It is the policy of Prisons to provide all offenders with a safe and sanitary shaving process. The offender electric clipper and battery-operated shaving systems are to be used to shave facial hair and are currently available at all male Medium and Close custody facilities.

- (a) Electric Clipper Shaver System
  - (1) Procedures

- (A) Electric clipper shaves are available to indigent offenders and offenders who choose not to purchase their own battery-operated razor.
  - (B) Electric clipper shaves are limited to a minimum of three times per week or a maximum of five times per week per offender, depending upon job assignment, visitation, or court appearances. The Warden or their designee will determine the days the shaving program will take place at their facility.
  - (C) A list will be placed in the housing areas for offenders to sign up for a shave. The barber assistants will shave only those offenders on the list.
  - (D) Only the assigned barber assistant will be allowed to use the barber's equipment.
  - (E) No offenders will be allowed to congregate around the shaving program while in progress.
  - (F) The Electric clipper shaving program will be set up near access to running water.
  - (G) Normal rules of offender conduct and behavior will apply to performing or getting a shave.
  - (H) The barber assistant and their supply box will be subject to search at any time.
  - (I) Each facility will include in its offender orientation information on the electric clipper shave program and information about purchasing battery operated razors from the canteen.
- (2) Electric Clipper Shave Equipment
- (A) All Electric Clipper Shave supply boxes will be maintained in a secured area that can be accessed by custody staff only. The area is to remain locked at all times when not in use.
  - (B) All Electric Clipper Shave supply boxes must be inventoried by custody staff and documented on an inventory control sheet prior to the start of the barber assistant's work day.
  - (C) All Electric Clipper Shave supply boxes must be inventoried by custody staff and documented on the inventory control sheet before being placed back in the secured area.

- (D) Prisons Administration will designate the type and model of the electric clipper shaver used and submit to the DPS Purchasing & Logistics Office/Central Supply Warehouse for stocking purposes.
  - (E) The housing unit should maintain in its immediate inventory, three (3) blades for each shaver. These blades should be rotated between the three specific assignments: One (1) blade is for current cut, one (1) blade in appropriate disinfectant after last cut, and one (1) blade as a reserve. This rotation process will continue throughout the shaving schedule to ensure proper use and sanitation of equipment. When stored, each blade will be maintained in an individual small plastic bag. When the blade is used, the bag will be thrown away. Upon cleaning of the blade, it will be secured in a new plastic bag.
- (3) Barber Assistant Duties and Requirements
- (A) It shall be the responsibility of the facility programs staff to assign a qualified barber assistant to an electric clipper shaving position according to the needs of the program and ability of the offender.
  - (B) An offender assigned as a barber assistant shall receive Level 3 gain time and \$0.70 per day incentive wage.
  - (C) It will be the responsibility of the custody staff to supervise the barber assistants and the operation of the system in its entirety.
  - (D) The barber assistants must be trained on the proper methods of cleaning clipper shaving equipment, washing of hands, and bloodborne pathogens. The training must be completed and documented in the offender's record prior to barber assistant beginning their assignment.
  - (E) The barber assistant must maintain a clean working environment at all times. All equipment must be maintained in good working order.
  - (F) The barber assistant will be responsible for cleaning the clipper shaving equipment after every facial shave with appropriate disinfectant.
  - (G) All clippers will be oiled and maintained as required by the manufacturer's instructions. All broken or malfunctioning equipment must be reported to custody staff on duty for appropriate corrective action.
  - (H) Barber equipment that is damaged due to negligence by a barber assistant will be subject to disciplinary action.

- (I) The barber assistant must never leave the barber equipment unattended at any time.
- (b) Battery Operated Razors Purchased by Offenders
- (1) Medium and Close custody male offenders will be allowed to purchase a battery operated razor from the canteen.
  - (2) Offenders will only be allowed to purchase a battery operated razor from the canteen every six (6) months or at the discretion of the Warden or their designee.
  - (3) Prior to the purchase of another battery operated razor, the offender must return the current battery operated razor for inspection and proper disposal by facility staff.
  - (4) Each facility must establish procedures to collect and dispose of each battery operated razor. Each facility must establish procedures for offenders to request and purchase a battery operated razor. The purchase will be handled through Cashless Canteen.
  - (5) Indigent offenders in regular population will be provided shaves through the Electric Clipper Shaving Program.
- (c) Control/**Restrictive Housing** Offenders
- (1) Each facility must establish procedures for how offenders assigned to control or **restrictive housing** may have access to the facility's shaving program or to the offender's battery-operated razor.
  - (2) The facility shaver used in the confined housing areas will be a battery shaver instead of an electric clipper shaver.
  - (3) Each facility must develop procedures on how the battery shaver is passed through the confined population to include:
    - (A) Number of shaves per week,
    - (B) Length of shave time,
    - (C) Steps for sanitizing and cleaning of the shaver by custody staff between cuts,
    - (D) All battery shaver equipment must be thoroughly cleaned at least once a week or as often as determined by custody staff. Thorough cleanings may be completed by facility barber assistants,

- (E) Additional shavers to be used as replacement or backup equipment.
- (4) Offenders assigned to control or restrictive housing are allowed to maintain their individual battery operated razor purchased through the canteen. The facility will determine where the offender's battery-operated razor will be stored for control/**restrictive housing** offenders when not in use.
- (5) Each facility must establish procedures for how a control or restrictive housing offender may have access to their battery-operated razor to include procedures for disposal of and purchase of a new battery-operated razor as outlined in E.4408 (b).
- (6) Indigent offenders assigned to control or restrictive housing will be provided shaves through the use of a facility's battery shaver.



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Commissioner of Prisons

December 14, 2021  
Date

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